

## **MONROE COUNTY Museum Presenter**

**Department:**        Historical Museum        **Wage Grade:**        Rye- 5  
**FLSA Status:**        Non-Exempt        **Affiliation:**        Non-Union/Part-time

### **GENERAL SUMMARY:**

As part of the Monroe County Museum's Programs Division, the Presenter reports to the Museum Director and works on a day-to-day basis with the Curator of Programs. The Presenter, in coordination with fellow museum staff, delivers programs at the various sites managed by the Monroe County Museum and to regional schools, senior centers, clubs, and civic organizations. Specific areas of historical programs focus are: District of Erie, Michigan Territory, 1805 to 1817; Monroe County, Michigan Territory, 1817 to 1837; Monroe County in the Civil War, 1861 to 1865; and Monroe County in the Gilded Age, 1876 to 1901.

**ESSENTIAL FUNCTIONS:** (An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties with the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.)

- Deliver excellent service and memorable experiences to the visitors of the Monroe County Museum, River Raisin Territorial Park, and Eby Log House.
- Present programs at museum sites and schools.
- Demonstrate and guide visitors in traditional skills.
- Assist in cleaning and maintenance of sites.
- Assist with afterhour's museum special events.
- Assist with care and maintenance of grounds and gardens at River Raisin Territorial Park.
- May through September primary duty location is at River Raisin Territorial Park presenting programs to individual and group visitors.
- October through April main duty location is at the Monroe County Museum assisting the Programs Division.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

### **EMPLOYMENT QUALIFICATIONS:**

#### **Education:**

An ideal candidate will have completed or be working toward a Bachelor's degree in anthropology, American history, historic preservation, museum studies, public history, theatre, or an affiliated field.

#### **Experience:**

Paid or volunteer experience delivering presentations and programs to a variety of age ranges. Previous experience as a museum presenter, living historian, reenactor, naturalist, or interpreter preferred.

## **Other Requirements:**

### **Knowledge of:**

- Historical events and their causes, indicators, and effects on civilizations and cultures
- Principles and processes to provide excellent visitor services
- 19th century Michigan and American History

### **Skill in:**

- Presenting to the public
- Adapting presentation style for varying audiences and age groups
- Adapting presentation length to conform to an altered tour schedule
- Handling interruptions without losing on-the-job effectiveness
- Being proactive with improvements and concerns related to job duties
- Using sound, independent judgment with established policy and procedural guidelines
- Using technology appropriate to the position held
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Speaking with others to convey information effectively

### **Ability to:**

- Work regularly scheduled weekends
- Work with paid and volunteer staff
- Care for assigned period clothing
- Work from scripted materials or develop programs from a variety of historical resources
- Wear period clothing or staff uniform
- Lead group activities, such as games, militia drill, etc.
- Recognize and protect artifacts and historic structures from damage when necessary.
- Learn how to cook over a fire, in a fireplace, or at a bake oven
- Learn and demonstrate 19th century life ways
- Learn, use, and demonstrate 19th century tools and equipment
- Learn how to handle, demonstrate, and maintain flintlock and percussion cap historical weapons
- Learn how to identify plants in historical areas and describe their uses
- Learn how to identify animals/animal hides/skins and describe their uses
- Be patient with a variety of age, skill, and knowledge levels
- Arrange things or actions in a certain order or pattern according to a specific rule or set of rules
- Follow through until task is completely finished
- Review priorities and adapt them to changing circumstances
- Recognize issues that interfere with the ability to meet and maintain performance expectations and address them
- Work cooperatively and independently

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements:** *[This job may require the ability to perform any of the essential functions contained in this description. These may include, but are not limited to, the following requirements. Specific requirements for a job will be identified at the time of employment. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Stooping, bending, and kneeling
- Prolonged periods of standing and sitting to conduct tours or present programs
- Ability to lift a minimum of 40 pounds, carry, and transport museum materials
- Ability to wear historical clothing in a variety of weather and environments
- Proficiency with current computer, tablet, and media technologies and associated software
- Ability to read a variety of printed materials and computer screens
- Ability to communicate in person, over the telephone, or electronically
- Possession of a valid driver's license
- May drive a County or personal vehicle in the course of work

**Working Conditions:**

- Primarily works outdoors in a variety of weather conditions. Conditions may include extreme cold and heat, rain and snow, fire and smoke, and non climate controlled interiors.